

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers **DATE:** November 21, 2003
FROM: Lawrence C. Franklin, Jr., State Controller
SUBJECT: **INCREASE** **IN MILEAGE REIMBURSEMENT RATE**

Effective January 1, 2004, the rate used to reimburse state employees for use of their personally-owned vehicles on state business has been increased from \$0.36 per mile to \$0.375 per mile. This increase is in accordance with the provision of several union contracts.

This rate should also be used to reimburse volunteers who use their own vehicles on state business.

Please call at 222-6731 with any questions concerning this subject matter.

CFO: 04-20
/hh